

## Purpose

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Manager Self-Service (MSS) is a single access point for Managers (or Supervisors) to find employee information and perform managerial tasks.

MSS users must hold a Chief Position in their department (e.g. Organizational Unit) and will only have access to their direct reporting employees.

The **Compensation Information** page is located on the *My Team* workset in MSS. Managers will use the **Compensation Information** page to find basic salary information about their employees.

The General Information page includes the following sections:

**Employee Search** - A tool that resides at the top of the screen and is where the manager sees a list of his/her employees. When an employee is selected from the list, the lower part of the screen is refreshed with that employee's data.

**General Data** - Provides the manager with an overview of the selected employee's master data, organizational data, and work contact information.

**Salary Data** - Displays the selected employee's annual salary, pay scale information, and where they fall in the salary range for their pay area.

### Trigger

Use this service in Manager Self-Service (MSS) to display the Compensation Information page.

### Prerequisites

- A MySCEmployee portal user ID.
- MSS users must hold the chief position in their department (organizational unit).
- MSS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

### Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ MSS ➔ My Team ➔ Employee Information ➔ Compensation Information

### Transaction Code

MSS

### Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

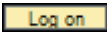
## Procedure

1. Start all MSS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome msstrain5, **MySCEmployee** powered by **SCEIS**

Welcome | Employee Self-Service | Manager Self-Service

Alerts and Information | Universal Worklist

History | Back | Forward

### Welcome to MySCEmployee

MySCEmployee is designed to empower employees by putting many day-to-day record keeping responsibilities directly in their hands. Through MySCEmployee state employees can, among other activities, enter and submit time for manager approval, access pay statements, maintain bank details for direct deposit, submit leave requests, view various quota balances, update mailing addresses, and search for other state employee's contact information.

#### News Of Interest

- Note:** Employees who are new to MySCEmployee are encouraged to take the Employee Self Service (ESS) and Manager Self Service (MSS) (if appropriate) training prior to using the system. Be on the lookout for information from your respective agency's training team.
- Be Sure to Verify Your Personal Information:** You are encouraged to review and verify your personal information, such as addresses, emergency contacts, social security number and date of birth soon after go-live.
- Reminder:** MySCEmployee currently supports Internet Explorer versions 6 & 7. Version 8 is not yet supported by the system.

#### Helpful Links

- SC.Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- Employee E-News
- State Holidays
- SCEIS

5. Click the **Manager Self-Service** tab

Welcome msstrain5, **MySCEmployee** powered by **SCEIS**

Welcome | Employee Self-Service | **Manager Self-Service**

Overview

Tasks and Alerts

Detailed Navigation

- My Work Overview
  - Tasks and Alerts**
  - My Team
  - My Organization
  - My Reports

Universal Worklist

Tasks (5 / 5) | Alerts | Notifications | Tracking

Show: New and In Progress Tasks (5 / 5) | Select a Subview... | All

Create Task | Show Filters | Hide Preview

Subject	From	Sent	Priority	Due	Status
John D. Anderson's Leave Request	esstrain5	Today	Normal	1	New
John D. Anderson's Leave Request	esstrain5	Today	Normal	1	New
John D. Anderson's Leave Request	esstrain5	Today	Normal	1	New
Mary Ann Simons's Leave Request	esstrain4	Sep 16, 2009	Normal	1	New
Mary Ann Simons's Leave Request	esstrain4	Sep 16, 2009	Normal	1	New

Row 1 of 5

**John D. Anderson's Leave Request**

Sent: Today by esstrain5  
Status: New  
Priority: Normal

You can also:  
[Display Details in SAP GUI](#)  
[Create Ad-Hoc Request](#)



MSS users will be defaulted to the **'Tasks and Alerts'** page.

6. Go to the 'Detailed Navigation' on the left section of the screen. Navigate to the **Compensation Information** page by expanding the folders down the tree structure.



The **Compensation Information** page consists of the following sections:

**Employee Search** - A tool that resides at the top of the screen and is where the manager

sees a list of his/her employees. When an employee is selected from the list, the lower part of the screen is refreshed with that employee's data.

**General Data** - Provides the manager with an overview of the selected employee's master data, organizational data, and work contact information.

**Salary Data** - Displays the selected employee's annual salary, pay scale information, and where they fall in the salary range for their pay area.

7. Scroll to the top of the page to use the **Employee Search** tool.

Name	Personnel Number	Manager	Position	Organizational Unit	Cost Center
<a href="#">Michelle S. Dickerson</a>	00008895	Michael M. Carroll	PROGRAM COORDINATOR II	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFIC
<a href="#">John D. Anderson</a>	00008896	Michael M. Carroll	ADMINISTRATIVE SPECIALIST	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFIC
<a href="#">Mary Ann Simons</a>	00008897	Michael M. Carroll	ADMINISTRATIVE SPECIALIST	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFIC
<a href="#">William J. Salvatore</a>	00008898	Michael M. Carroll	ADMINISTRATIVE SPECIALIST	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFIC
<a href="#">Theodore Moore</a>	00001131	Michael M. Carroll	FIELD SPECIALIST I	POULTRY & EGG DEPARTMENT	COMMISSIONER'S OFFIC



Managers can change the display for the list of employees by selecting the drop-down from the Employee Selection or Display.

- **Employee Selection** - Select 'Direct Reports' to show all directly reporting employees in the manager's org unit. Select 'All Employees' to also include the employees in the lower-level org unit (if applicable).
- **Display** - Select 'Organizational Information' to display the employees' basic data from the org structure. Select 'Employee Data' for minimal employee information.



The list can be sorted on any column. To sort, click the arrows to the right of the column name. Additional displays can be used via the 'Filter' button/function.

8. From the **Employee Search** section, click the link of an employee to display his/her information in the lower sections of the page.

9. Scroll down the page to the **General Data** section of the page:

<b>Michelle S. Dickerson 00008895</b>	
<b>General Info.</b>	<b>Communication Data</b>
Grievance Status:	Covered
Start Date:	1/1/2009
<b>Organizational Assignment</b> <a href="#">Organizational Assignments</a>	<b>Personnel Structure</b>
Org. Unit:	AGRICULTURAL SERVICES DIVISION
Position:	PROGRAM COORDINATOR II
Cost Center:	COMMISSIONER'S OFFIC
Payroll Area:	SC Semi-monthly
Work E-Mail:	<a href="mailto:SCEIS_NOTIF@SCEIS.SC.GOV">SCEIS_NOTIF@SCEIS.SC.GOV</a>
Work Office:	803-832-1901
Personnel Area:	DEPARTMENT OF AGRICULTURE
Pers. Subarea:	ADM-ADM/PG MGMT
EE Group:	CLASSIFIED FTE
EE Subgroup:	FT-EX W/INS & LV

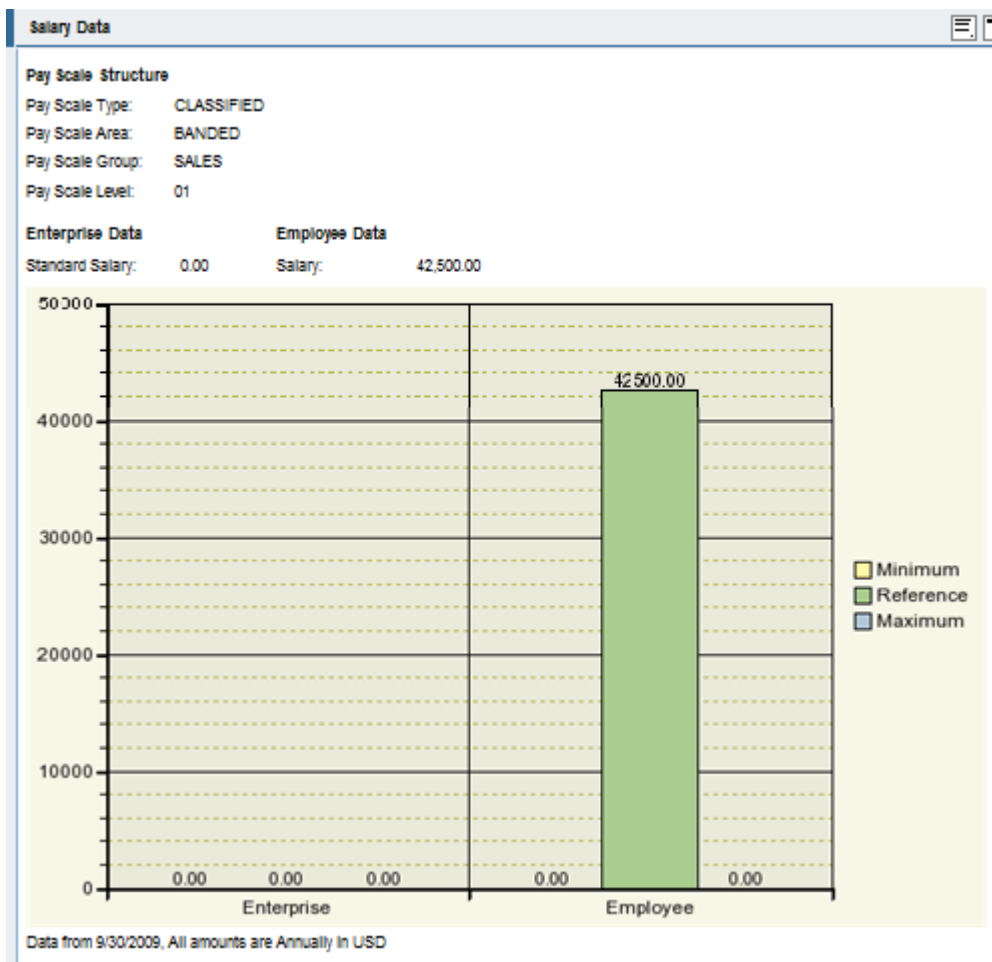


The **General Data** section is divided into four quadrants: General Info, Communication Data (work contact information), Organizational Assignment (position title, department, etc.), and Personnel Structure (Agency and type of employee).

- 9.1.** To display an employee's history in the org structure (e.g. previous position, org unit, manager, etc.), click [Organizational Assignments](#).

Organizational Assignment	
<b>Position PROGRAM COORDINATOR II</b> From 1/1/2009	
Organizational Unit:	AGRICULTURAL SERVICES DIVISION
Manager:	Michael M. Carroll
Telephone:	
Room:	
E-Mail:	<a href="mailto:SCEIS_NOTIF@SCEIS.SC.GOV">SCEIS_NOTIF@SCEIS.SC.GOV</a>

- 10.** Scroll to right side of the page to the **Salary Data** section:



The **Salary Data** section displays the employee's annual salary, pay scale information, and where they fall in the salary range for their pay area.

**Result**

You have displayed the **Compensation Information** page for your employees.